



Change of Station Guidelines (COS)

Change of Station (COS) assignments complement the Laboratory's mission to serve national interests by sharing unique scientific, technological, and professional expertise with the government, industry, and universities. These assignments must benefit the Laboratory, provide career development opportunities for its employees, and enhance the Laboratory's association with, and understanding of, the entities it serves.

Contacts for Change of Station (COS)

Change of Station (COS) Guidance -----	Yolanda Sanchez, HR-5 Staffing, 665-2430
Travel Questions for COS (<i>Change of Station Subsistence, Relocation and other travel related expenses</i>) -----	Sher Robinson, BUS-1, 665-8529
Funding Profile & Cost Estimate Summary -----	BUS-Division Financial Analyst assigned to the Cognizant Sponsoring Division/Program Office
Laboratory Property to be moved to COS domestic location -----	BUS-Division Property Administrator assigned to Cognizant Division
Laboratory Property to be moved to COS foreign location -----	BUS-6 Customs Office, 665-2194

The following guidelines have been prepared to assist employees considering a Change of Station (COS) assignment. These guidelines are not intended to replace A.M. 604, rather to enhance the information contained therein.

A Change of Station is established when:

- an employee is sent on an assignment external to the employee's regular duty station,
- such an assignment is expected to provide a mutual benefit to the employee and the Laboratory,
- there is an expectation that the assignment will be temporary, and that the employee will return to his or her regular duty station at the end of the assignment,
- the assignment is expected to be of longer duration than would be appropriate for the employee to be placed on extended travel (extended travel is defined as travel to a single domestic location that extends beyond 30 days but is less than one year).

Depending on the type of assignment, a COS can be singly or jointly sponsored by the Laboratory, the Department of Energy (DOE), or another Federal Agency (OFA), or may be designated under the auspices of an Intergovernmental Personnel Act (IPA). Each type of assignment must comply with the relevant federal regulations.

Change-of-Station assignments are initially designated for 1 to 2 years and may be renewed up to a total of no more than 3 years. An IPA assignment may total 48 months. The Laboratory may terminate a COS assignment at any time before the expected ending date. The length of the assignment may affect reimbursements; consult the Travel Team in the Accounting Group (BUS-1).

Intergovernmental Personnel Agreements (IPA)

Intergovernmental Personnel Agreements (IPA's) are assignments to or from state and local governments, institutions of higher education, Indian tribal governments and other eligible organizations that are intended to facilitate cooperation between the Federal Government and the non-Federal entity through the temporary assignment of skilled personnel.

The goal of the Intergovernmental Personnel Act mobility program is to facilitate the movement of employees, for short periods of time, when this movement serves a sound public purpose. Mobility assignments may be used to achieve objectives such as:

- Strengthen the management capabilities of Federal agencies, State, local and Indian tribal governments, and other eligible organizations;
- Assist the transfer and use of new technologies and approaches to solving governmental problems
- Facilitate an effective means of involving state and local officials in developing and implementing Federal policies and programs; and
- Provide program and developmental experience which will enhance the assignee's performance in his or her regular job.

For Provisions of the IPA Mobility Program refer to <http://www.opm.gov/omsoe/ipa/Mobility.htm>

If the assignment has been determined as an Intergovernmental Personnel Assignment, the External Agency initiates the IPA Agreement (sponsor and division/program office negotiate the financial terms).

An employee who has been requested to participate in a Change-of-Station assignment should discuss the possibility with their manager. Below are questions to be considered:

- Does the assignment have an important impact on the Laboratory's interests as well as development of the assigned employee's career?
- Who will be the External Host Agency?
- Who will be the External Host Supervisor?
- Who will be the Laboratory Sponsoring Organization? *(Unless justification is noted otherwise, all COS assignments should be organizationally assigned to the appropriate division/program office.)* Who will the employee report to?
- What is the duration of the assignment?

- What is the Cost Recovery Plan? Who will be covering costs associated with the COS? Salary, Burden, Travel, Relocation, and Change of Station (COS) Subsistence, etc.? At the earliest stage, employee should contact the BUS Financial Analyst from the Laboratory Program/Division Office to ensure all financial requirements are met. The BUS-Financial Analyst must prepare the Cost Estimate Worksheet and discuss financial details with employee and management (*the Cost Estimate Worksheet must show all anticipated costs for the assignment*)
- A unique Program Code for Direct Programs or a Program Code with a unique Cost Account for Indirect program codes must be assigned for the COS assignment. *Refer to the Cost Estimate Instructions.*

Note: It is imperative to remember that COS/IPA document preparation reviews and approvals require up to 3 months to complete. Please allow sufficient lead-time to accomplish.

***CHANGE OF STATION/IPA ASSIGNMENT MAY NOT BEGIN WITHOUT APPROVAL FROM THE DEPUTY DIRECTOR AND UNTIL CONTRACT OR OFFICIAL AGREEMENT IS IN PLACE.**

On the following pages, refer to the Checklist and the COS Template for Requesting Approval for Proposed Change of Station/IPA Assignment.

Also refer to the Cost Estimate Summary and Instructions for the BUS Financial Analyst.

***Please use the COS Template for official approval by the Deputy Director.**

Supplemental Information

Benefits

Retirement service credits and benefits are not affected by the change-of-station assignment. However, insurance coverage may be affected; contact the Compensation and Benefits Group (HR-1 C&B) for detailed information.

Salary Increases

Employees on change-of-station assignments are eligible for increases at salary review and receive the same consideration given to regular employees.

Security Clearances

If the Change of Station assignment does not require cleared access, the employee's clearance must be terminated. If clearance retention is required, contact Paula Dransfield, S-6, 667-0662.

Travel-Related Expenses

Contact Sher Robinson, BUS-1, 665-8529, for information about the Change of Station (COS) Subsistence allowance, Relocation, and other travel-related expenses.

Change of Station/IPA Checklist

A request for approval must be submitted from the cognizant Division Leader through the Associate Director addressed to the Deputy Director using the required **COS Template** on the following page.

Listed below are the required documents for a COS/IPA package. All the documents should be submitted to the Associate Director Office.

- _____ Template for Requesting Approval for Proposed Change of Station/IPA Assignment (Memorandum Format addressed to the Deputy Director)
- _____ Letter of Request for LANL support from External Host Agency
- _____ Cost Estimate Summary/Worksheet (*must be prepared by BUS Financial Analyst*)
Instruction & Form can be found on:
http://businternal.lanl.gov/bus3/budgeting/change_of_station.htm
- _____ Intergovernmental Personnel Agreement (IPA), (if applicable)

Please note: If the assignment has been determined as an IPA Assignment, the External Agency initiates the IPA Agreement and forwards to the Laboratory for signature. The required signatures on the IPA Agreement are those of the employee and the cognizant Division Director or Associate Director.

The IPA Agreement is not official until all signatures have been acquired. The HR Program Administrator will assist in processing and finalizing IPA Agreement.*

- _____ Personnel Action (PA) Form (*placing employee on COS status and if applicable transfer to other organization*)
- _____ Employee Resume

(The COS Template and Cost Estimate Summary/Worksheet are the only documents submitted to the Deputy Director.)

After the COS/IPA assignment has been approved by the Deputy Director, the documents will be returned to the cognizant Associate Director Office.

Please submit all the required original documents for processing to:

***Yolanda Sanchez, HR Change of Station Program Administrator, at 665-2430, MS P290.**

***CHANGE OF STATION/IPA ASSIGNMENT MAY NOT BEGIN WITHOUT APPROVAL FROM THE DEPUTY DIRECTOR AND UNTIL CONTRACT OR OFFICIAL AGREEMENT IS IN PLACE.**

Note: Template for Requesting Approval and Cost Estimate Summary/Worksheet and instructions are on the following pages.



(Please input Laboratory Organization here)

To/MS: John D. Immele, DIR, A148
From/MS:
Phone/Fax:
Symbol:
Date:

Subject: Requesting Approval for Proposed Change of Station/IPA Assignment

1. Name and Title:
2. Current Assignment/Position Description/Quality of Performance to Date:
3. Description of Proposed Change of Station/IPA Assignment:
 - Name of Agency and Location
 - Name of Organizational Element
 - Title of Immediate Supervisor
 - Title of 2nd Tier Supervisor
 - Brief Description of the Work Assignment
 - Proposed start date
4. Expected Duration of the Proposed Assignment:
5. Expected Benefits to the Individual:
6. Expected Benefits to the Laboratory:
7. Plans for assignment/position upon return to the Laboratory:
8. Laboratory COS Liaison and Point of Contact (POC)
 - Name of individual responsible for maintaining contact with the individual on COS, completing performance evaluations, and assisting in the individual's return to the Lab. This individual also should function as the POC for HR administrative matters.
9. Cost Recovery Plan:
 - Indicate what portion of costs will be borne by LANL and what portion will be borne by receiving agency.
10. (For proposed extensions of current assignments) Rationale for Extension:
 - Length of assignment to this point
 - Summary of work experience to date and its importance to the Laboratory and to the individual
 - Justification for any extension that would result in an assignment lasting more than a total of 2 years
 - Length of proposed extension

Recommended for approval: (Division Leader signature)
Recommended for approval: (Associate Director signature)
Date of this request:

Approved/Disapproved: _____
John D. Immele, Deputy Director (National Security)

(NOTE: In exceptional circumstances, COS Assignments may be proposed for individuals who are not expected to return to the Laboratory, either because they have or soon will accept alternative employment or they anticipate retiring upon completion of their COS assignment. In such cases, Items # 3, 4, 5, 6, 7, and 8 above are not required. In general, such assignments will be limited to 90 days or less, with no option for extension. The requesting Division Leader should indicate the “bridge” nature of the proposed assignment, as well as an indication that the individual and the receiving office are aware and have accepted the 90-day limit on such assignments, if approved.)

Cost Estimate Instructions

for Intergovernmental Personnel Act (IPA) and Change-of-Station (COS) Assignments

December 1999

How to prepare cost estimate (IPA) or (COS) Assignment

IPA agreements must be between LANL and federal agencies. Change-of-Station assignments are between LANL and any entity eligible for sponsoring work at LANL under the terms of the contract between the Department of Energy and the University of California. Generally, work at LANL must be either sponsored by DOE, or directly benefit the DOE mission. Whether funded by DOE or a non-DOE entity, funding for COS assignments is accepted by LANL under the same mechanisms and must meet the same criteria as all other LANL funding. These instructions address only the special nature and concerns of IPA and COS assignments, and do not address the overall eligibility or requirements for work at LANL. Change-of-Station assignments can be funded by DOE, other federal agencies (OFA) or even non-federal entities (called “work for others” or WFO).

These instructions are intended for the BUS financial analyst of the IPA or COS candidate’s group. At the earliest stage, the IPA or COS candidate should contact his/her BUS financial analyst to ensure all financial requirements are met. The cost estimate form may have to be revised during the negotiation process with the sponsor-- revision # and date should be posted in the bottom-right corner. Cost estimates will be included in submission to sponsor and must be accepted by sponsor before IPA or COS is final. Refer IPA/COS cost estimation questions to the BUS financial analyst for your organization. Allow at least two to three months to complete all negotiations, approvals, and required forms/signatures between assignee, Laboratory, and Sponsor are completed and **before** assignment can begin or be renewed.

In addition to the cost estimate form to be submitted to the sponsor, the cognizant BUS financial analyst must also prepare a cost estimate on one of the budget databases -- BET or RPM -- to ensure all rates are properly applied and totals accurately calculated.

The BUS financial analyst of the IPA candidate is responsible for taking a copy of the signed IPA agreement to BUS-3 to open (or reactivate) the program code for the assignment.

Each month, the IPA or COS sponsor is charged whatever costs have been recorded in the IPA or COS account. Accordingly, only costs that IPA or COS sponsor has agreed to pay should be charged to the IPA or COS account. DOE-funded COS accounts may be part of a larger DOE program with the budget control level at the budget and reporting (B&R) level. However, each IPA, OFA-funded COS, and WFO-funded COS account is always controlled at the individual account level and is never part of a larger budget-control level. It is especially important that costs in such an individually-controlled account not exceed cost estimate amounts. The cost estimate for an IPA that is accepted by the sponsor will determine the *ceiling* amount of the IPA. Costs incurred in excess of the ceiling are not billable to the sponsor. Accordingly, care should be taken in preparing the IPA cost estimate. Use assumed cost escalation factors for future years’ costs where appropriate.

Program Code Assignments

IPA--BUS-3 opens or reactivates a “TP**” program code for an IPA assignment when the official IPA assignment is received from HR-5. When the IPA assignment is not charged to a “TP**” program code, the BUS financial analyst of the IPA candidate is responsible for setting up a unique code in order to track the assignment. When a non “TP**” program code is assigned to an IPA assignment, the BUS financial analyst must provide the program code on the Funding Profile and Cost Estimate Summary form that is part of the IPA agreement.

COS--The BUS financial analyst of the COS candidate is responsible for setting up a unique program code to capture COS costs. In the event that the costs for the COS assignment will be charged to a direct program, a “unique” program code must be established. If the costs are charged to an indirect program code, a “unique” cost account must be established. Again, the unique program code and/or cost account combination must be included on the Funding Profile and Cost Estimate Summary form.

The establishing of unique program codes will allow BUS-3 to capture IPA and COS costs by individual for reporting purposes.

Finally, the BUS financial analyst must be involved throughout the process and should review any draft of the IPA agreement before it is finalized by the IPA sponsor. The financial analyst must ensure that all cost amounts on the IPA agree with the IPA cost estimate. Especially review item #23, “Rate of Basic Pay”. In the past, the IPA candidate’s actual salary amount has sometimes been entered, and accepted by the sponsor as a cost item in place of the standard labor cost that will be charged to the IPA account. To avoid this confusion, item #23 should be the standard labor cost, as reflected on the cost estimate, with the words “including benefits”.

1. Period of performance is to be negotiated between LANL and sponsor, and need not correspond to LANL fiscal year. However, the cost estimate must be prepared by LANL fiscal year (ending September 30).
2. Staffing = Percentage of level of effort by fiscal year (i.e. “FTE”).
3. Labor = Standard labor cost (estimated productive hours times standard labor rate for applicable labor series). If future years’ standard labor rates have not been published by BUS-3, calculate projected future years’ rates by applying an assumed escalation factor to applicable current year rate. Similarly -- if appropriate -- you may project a future change in applicable labor category caused by future salary increases of IPA/COS candidate. Use caution in estimating IPA costs. An IPA sponsor could reject costs as unbillable if eventual actual labor costs exceed official cost estimate.
4. Relocation = Travel, moving, storage expenses related to relocation to and from off-site. BUS-1 Travel will provide guidance. Apply estimates to first fiscal year (relocation from Los Alamos) and final fiscal year (relocation return to Los Alamos) of IPA or COS period of performance. Assume appropriate cost escalation in future years’ cost estimate.
5. Change of Station (COS) Subsistence Allowance = Amount sponsor agrees to pay for housing and cost-of-living adjustment. BUS-1 Travel will provide current allowable amounts. Sponsor **must** approve. See BUS-1 Travel Team Change of Station Travel Guidelines (also included in HR Change of Station Guidelines) for detail on eligibility and limits of COS subsistence allowances.

6. Other Travel Expenses = Travel expenses to/from LANL during assignment may or may not be included as billable expenses to sponsor. Such travel expenses are subject to negotiation between LANL and sponsor. For sponsor-directed travel, the expense is typically charged to the sponsor's organization and not included in the LANL cost estimate.
7. Other expenses. Specify other costs to be charged to sponsor. As with all other billable costs, sponsor must approve cost estimate before IPA or COS assignment begins.
8. Program and Organizational Support = In the case of IPAs, no program or organizational support costs are allowed, according to Federal regulations (see Intergovernmental Personnel Act Mobility Program). For COS assignments, calculate program and organizational support costs based on the applicable cost and rates.
9. G&A Burden = In the case of IPAs, **no overhead burdens are allowed**, according to Federal regulations (see Intergovernmental Personnel Act Mobility Program). Use a zero G&A rate for IPA cost estimates. After IPA agreement is finalized, a BUS-3 analyst will establish a program code for the IPA account. There will be a zero G&A rate associated with the IPA program code to prevent G&A costs. For Change-of Station cost estimates, an off-site G&A rate is appropriate. Program codes for Change-of-Station assignments are determined by the BUS financial analyst of the cognizant LANL program office. A separate program code for Direct programs or a program code/cost account combination for Indirect program codes must be established for only COS expenses. The program code will be eligible for an off-site G&A rate that is lower than the standard G&A rate if it is a direct program code. The program office financial analyst must request approval for the off-site G&A rate from BUS-3 Indirect.
10. Total LANL Cost = total fiscal year costs for the duration of the assignment.
11. Funding Profile and Cost Estimate Summary sheet must be signed by the BUS Financial Analyst.

Please note: The attached Cost Estimate Summary Excel Version of the form is also located at: http://businternal.lanl.gov/bus3/budgeting/change_of_station.htm

Funding Profile and Cost Estimate Summary

For Intergovernmental Personnel Act (*IPA*) or Change-of-Station (*COS*)

Employee : _____ Program Code: _____
 Cost Account: _____
 Estimated Starting Date: _____ Estimated Completion Date: _____

STAFFING (<i>in staff years</i>)	FY _____	FY _____	FY _____	TOTAL
Scientific (Staff Member)	_____	_____	_____	_____
COSTS (\$ in thousands)	_____	_____	_____	_____
Labor*	_____	_____	_____	_____
Relocation <i>from & to</i> Los Alamos	_____	_____	_____	_____
COS Subsistence Allowance	_____	_____	_____	_____
Other Travel Expenses	_____	_____	_____	_____
Other Expenses (<i>specify</i>): _____	_____	_____	_____	_____
Program & Org. Support**	_____	_____	_____	_____
Off-Site G&A Burden**	_____	_____	_____	_____
TOTAL LANL COST (\$K)	\$ _____	\$ _____	\$ _____	\$ _____
DOE Dept. Overhead***	_____	_____	_____	_____
TOTAL OPERATING <i>incl. DOE Departmental Overhead</i>	\$ _____	\$ _____	\$ _____	\$ _____
Continuity Funding****	_____	_____	_____	_____
TOTAL REQUESTED (\$K)	\$ _____	\$ _____	\$ _____	\$ _____

BUS Financial Analyst Signature

Date

Revision No.

* Includes Fringe Component; includes SS Tax, Medicare Tax, Employer's Medical/Dental/Vision Contribution, Unemployment, Worker's Compensation, Life Insurance, Disability Insurance.

** Program/Organizational Support and G&A Burden costs are not applicable to IPA agreements. On IPA cost estimates, enter zero.

*** A DOE Department Overhead rate of 3% has been incorporated into the total funding requirements to cover DOE costs incurred in the management and oversight of NON-DOE sponsored programs.

**** Continuity funding applies only to accounts funded by an OFA (other federal agency) source. For an IPA assignment or COS assignment funded by DOE, enter zero. Continuity funding includes 3 months "Level of Effort" funding, required by the Department of Energy, Albuquerque Operations office to insure program continuity.